

VRIS UPDATE

New Employee Set Up Process Effective 4/4/08 Number 149

SUMMARY OF UPDATES

The New Employee Set Up Process has been revised to reflect the requirement that the supervisor completes and sends a Critical Skills Checklist for Specialists and Service Specialists (optional for Associates) to Cheryl Ferree. In addition, the supervisor also sends her a copy of the Specialist and Service Specialist's resume.

Once the Critical Skills Checklist and resume are received, Cheryl is responsible for setting up the new employee's Training Portfolio for supervisor's to have on the new employee's first day on the job.

VRIS POSTING

The revised New Employee Set Up Process is located at: VRIS: Program Manual Main Menu: Administration: Personnel: New Employee Set Up Process

TEAM COMMUNICATION

Supervisors should review this update with staff responsible for processing new hire information.

LEADERSHIP CONTACT

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